



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/26/83	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-245-A	
Application Number 109		Date Received AUG 31 1983	Date Completed NOV 2 1983
2. Person to Contact John Rowland		Working Title Accounting Manager	Telephone Number 964-3894
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 78-245 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974		5. Records Series Title (followed by title used in office, if different) Paid Invoice Register File	
		Latest To Date	
5. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data records are properly distributed.			
7. Record Series Description Documents relating to: Included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Register listing application of payments, accounts outstanding and actual cash receipt slips. Paid Invoice register (printout), cash receipts and supporting documents (check stubs), outstanding listing - end of month invoice listing. File is arranged in various ways: Paid Invoice register - numerically, Cash Receipts - chronologically; End of Month Listing - alphabetically.	
8. Monthly Reference Rate One to six months old 200 seven to twelve months old 140 thirteen to twenty-four months old 60 twenty-five months and older 8		How often are records referred to which are: One to six months old 200; Seven to twelve months old 140; Thirteen to twenty-four months old 60; twenty-five months and older 8	
9. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers 4 ; Shelves ; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Financial Statement - All Directors
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	8/26/83	<i>[Signature]</i>	8-26-83
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	10-12-83
	Secretary of State/Designee	<i>[Signature]</i>	9/30/83
	Attorney General/Designee	<i>[Signature]</i>	10-14-83

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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10-13-78	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-245	
Application Number 35		Date Received OCT 27 1978	Date Completed NOV 28 1978
2. Person to Contact John Rowland		Working Title Accounting Manager	
		Telephone Number 964-1721, 264	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
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7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Register listing application of payments, accounts outstanding and actual cash receipt slips. Paid invoice registers (printout form), cash receipts and supporting documents (check stubs), outstanding listing - end of month invoice listing.	
File is arranged: File is arranged in various ways: Paid invoice register - numerically; Cash Receipts - chronologically; End of Month Listing - alphabetically.			
8. Monthly Reference Rate One to six months old 200 twenty-five months and older 8		How often are records referred to which are: Seven to twelve months old 140 Thirteen to twenty-four months old 60	
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YES	NO	10. Questionnaire (Place an "X" in the proper column)
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X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Financial Report</u>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

↑ The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>4</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

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☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☒ Transfer to local holding area, hold 2 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>C. E. Steg</u>	<u>11-13-78</u>	<u>Carol Thompson</u>	<u>10-13-78</u>
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <u>[Signature]</u>	<u>11-22-78</u>
		Secretary of State/Designee <u>Canell Hart</u>	<u>11-17-78</u>
		Attorney General/Designee <u>[Signature]</u>	<u>11-27-78</u>